

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Senior Transportation Engineer****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Manages the safety program of the Division of Transportation. Responds to various safety and transportation concerns, writes grants for funding, develops standards and procedures, attends and speaks at meetings and reviews consultant plans.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Identifies and recommends traffic circulation improvements by overseeing and performing traffic impact analysis, traffic calming techniques, and traffic engineering studies and utilizing traffic control devices.
2	S	Manages team performance and staff development to achieve division goals by conducting performance reviews, verifying employee leave, providing assistance, and enforcing policies.
3	S	Coordinates and conducts civic league meetings and public hearings by preparing data, maps, and other information, and making presentations.
4	S	Reviews consultant plans and studies and writes grants by conducting field reviews, attending meetings, preparing statistical data and cost analyses, and writing requests.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Three years experience.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read plans, legal documents, and technical manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, calculus, and statistics.
Writing	Work requires the ability to write grant requests, standard operating procedures, and correspondence.
Managerial	Managerial responsibilities include budgeting, scheduling, and prioritizing projects, delegating tasks, and managing the safety program.
Budget Responsibility	Researches documents, compiles data for computer entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens, planners and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, field reviews
Sitting	F	Computer, desk work, meetings, answering telephone, driving
Walking	O	To/from office equipment, to/from meetings
Lifting	O	Office supplies, files, camera, radio, data maps
Carrying	O	Office supplies, files, camera, radio, data maps
Pushing/Pulling	N	
Reaching	N	
Handling	O	Office supplies, files, camera, radio, data maps
Fine Dexterity	O	Computer keyboard, telephone keypad, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, field reviews, use of office equipment, driving
Hearing	C	Telephone, staff, supervisor, meetings, public hearings, performance reviews
Talking	C	Telephone, staff, supervisor, meetings, public hearings, performance reviews
Foot Controls	O	Driving
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, camera, motor vehicle, radio, Standard Microsoft Windows and Office software, Arc View, FoxPro, Tarp

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	X
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety vest, steel toed shoes, hard hat

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)